



Web Producer

Marketing & Experience Division

The BMA is seeking a full-time Web Producer to create and edit content and produce web pages for various BMA websites and digital platforms.

RESPONSIBILITIES

Responsibilities include but are not limited to:

- Creating new content and updating existing content for audiences in the digital space
- Writing copy, headlines and teasers for various web platforms
- Producing webpages with user-friendly information hierarchies
- Supporting social media and email campaigns
- Monitoring website traffic and compiling data
- Brainstorming and implementing exhibition marketing and audience engagement strategies with colleagues

This is a full-time, exempt position reporting to the Director of Content Strategy and Publications in the Marketing and Experience Division.

REQUIREMENTS

- BA in journalism, marketing & communications, a related field, or equivalent experience
- Excellent written and verbal communication skills
- Experience with WordPress or comparable CMS
- Familiarity with HTML and CSS
- Awareness of accessibility standards for digital content
- Experience with Photoshop or comparable photo-editing software
- An eye for design and typographic hierarchies
- Strong collaboration skills
- Fluency with videoconferencing (Zoom)
- Excellent writing and verbal communication skills
- Excellent attention to detail
- Experience editing audio and video files is a plus

BENEFITS

The BMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

APPLY

Please send a cover letter with salary requirements and resume to HR@artbma.org with "Web Producer your first and last name" in the subject line.

Incomplete application materials will not be considered.

No phone calls please.

COVID-19 CONSIDERATIONS

We have adjusted to a virtual work environment until gathering restrictions are lifted. At that time, availability to work on-site will be expected. A computer and the necessary peripherals will be provided to the candidate hired for this position. Please note that internet access is the responsibility of the candidate.